Joint Base Lewis McChord

Installation Reception Center

Welcome Packet

UPDATED: **23 JAN 2026**

Our Mission, Your Future!

America's First Corps
Welcome Letter

Welcome to Joint Base Lewis-McChord! As one of the newest members of America's First Corps, we want to emphasize the values that are paramount to our success: people, mission, installation, and modernization.

People are our most important resource. Each one of you brings unique skills, experiences, and perspectives that contribute to the strength and effectiveness of the military. We value each member of our team and recognize the power of collaboration that will occur with our partners across the Indo-Pacific region.

Readiness to deploy is crucial to the I Corps mission. The Indo-Pacific region faces diverse challenges that demand our constant vigilance and preparedness. Through rigorous training, continuous improvement, and modernization, we ensure that we are always ready to respond swiftly and effectively to any situation. Our focus on readiness strengthens our ability to protect and defend our nation.

We encourage you to engage with the local communities, forge lasting connections, and contribute to the well-being of our region. By immersing yourselves in the Pacific Northwest, you will not only enhance your military experience but also cultivate a sense of belonging in this location. Take time to get settled in the community while you are at reception.

We are honored to have you as part of our team. Together, we will face challenges head-on and triumph in our mission to serve and protect.

Courage!

REPORTING TO JBLM FROM SEA-TAC INSTRUCTIONS

IF ARRIVING FROM SEA-TAC YOU MAY USE THE FOLLOWING OPTIONS:

- SEATAC AIRPORT TAXI (FLAT RATE): 206-475-6760 OR 306-584-2621

- SEATAC AIRPORT SHUTTLE (LARGE FAMILIES): 800-962-3579

- UBER OR LYFT: DOWNLOAD THE APP & COORDINATE PERSONAL TRAVEL

- OPERATION TRANSPORTATION: FACEBOOK GROUP RUN BY JBLM SPOUSES THAT PROVIDE TRANSPORTATION SERVICES. RIDES MUST BE BOOKED IN ADVANCE, LINK PROVIDED BELOW.

- ADDITIONAL LISTINGS OF TRANSPORTATION SERVICES CAN BE FOUND AT THE USO LOCATED AT LEVEL 3 CHECKPOINT 3 WITHIN THE SEA-TAC AIRPORT

- PLEASE MAINTAIN ALL TRANSPORTATION RECEIPTS

- TRAVEL EXPENSES ARE REIMBURSED DURING "DAY-2" FINANCE IN-PROCESSING

WHEN REPORTING TO JBLM RECEPTION CENTER, PLEASE HAVE A COPY OF YOUR ORDERS AND LEAVE FORM ON HAND. UPON REPRTING YOU WILL RECIEVE A TIMELINE FOR IN-PROCESSING, INITIAL INSTRUCTIONS, AND A BARRACKS ROOM IF NEEDED.

OPERATION TRANSPORTATION FACEBOOK GROUP QR CODE:

ONCE ARRIVED AT JBLM, SCAN THE QR CODE FOR THE RECEPTION CENTER ADDRESS:

IF YOU UTILIZED A RIDE SHARE SERVICE WITH RESTRICTED ACCESS TO JBLM, TRANSPORTATION FROM ANY GATE TO THE RECEPTION CENTER CAN BE COORDINATED BY CALLING THE GO-TRANSIT SHUTTLE SERVICE AT 253-477-3717 OR BY SCANNING THE FOLLOWING QR CODE BELOW:

IF GO-TRANSIT IS NOT IMMEDIATELY AVAILABLE, PLEASE CONTACT THE RECEPTION CENTER AT 253-967-7004

Access Control and Gate Hours

JBLM is a controlled access installation. Vehicles with an adult, authorized Department of Defense ID cardholder (18 or older) may enter JBLM through any open gate. Vehicles without an adult, authorized DOD ID cardholder (18 or older) present must report to the Visitor Control Center adjacent to either the Lewis Main Liberty Gate (I-5 exit 120) or McChord Field Main Gate (I-5 exit 125) to receive a Temporary Pass.

Temporary Pass: you must have a valid driver's license, vehicle registration, proof of insurance, and have an adult, authorized DOD sponsor (18 or older) willing to sponsor your base access. Sponsors must be available by phone to complete the pass issuance process.

For a current full list of gates and visitor information, please download the **My Army Post App (MAPA)** or go to **JBLM Visitor & Gate Information** Page:

My Army Post App (MAPA) for Android	https://play.google.com/store/apps/details?id=mil.aswf.garrison&pcampaignid=web_share	
My Army Post App (MAPA) for iOS	https://apps.apple.com/us/app/myarmypost/id6467240977	
Visitor & Gate Information	https://home.army.mil/lewis-mcchord/about/Directorates-support-offices/directorate-emergency-services/provost-marshal/gate-information	

IRC Transportation Schedule

IRC = Installation Reception Center | ALCC = American Lake Conference Center | CIF = Central Issue Facility | CS = Cowan Stadium

Monday (Courage Day)			
Time	Event	Location	Uniform
0600	Accountabillity and Movement to Cowan Stadium	IRC	APFU
0735	Depart Cowan Stadium and Movement to IRC	CS	APFU
0840	Accountabillity and Movement to ALCC	IRC	OCP
1630	Depart ALCC and Movement to IRC	ALCC	OCP
1640	Dinner Movement to DFAC	IRC	CIV
1830	Depart DFAC Movement to IRC	DFAC	CIV
Tuesday / Wednesday / Thursday / Friday			
Time	Event	Location	Uniform
0700	Accountability and Movement to CIF (Day 3)	IRC	OCP
0930	Depart CIF and Movement to IRC (Day 3)	CIF	OCP
1640	Dinner Movement to DFAC	IRC	CIV
1830	Depart DFAC Movement to IRC	DFAC	CIV
Weekends & DONSA			
Time	Event	Location	Uniform
0945	Brunch Movement to DFAC	IRC	CIV
1130	Depart DFAC Movement to IRC	DFAC	CIV
1640	Dinner Movement to DFAC	IRC	CIV
1830	Depart DFAC Movement to IRC	DFAC	CIV

JBLM Newcomers Orientation

Welcome to the Pacific Northwest! This orientation is designed with family in mind. Here you will hear from multiple on post agencies and services that are available for you! Family are invited and encouraged to attend.

First Duty Day of every week from 12:00 pm to 15:00 pm

American Lake Conference Center
8085 NCO Beach Rd, JBLM, WA 98433

JBLM Army Military Pay Office

To ensure your pay account is updated accurately and in a timely manner, ensure you have the following items available when you attend your day 2 finance brief:

- Hard copy of your PCS orders, all pages, and any amendments
- I PPS-A Absence form (leave form) for HRAP or PTDY and your
- I PPS-A Absence form (leave form), that shows when you signed in at the IRC.

Ensure you have digital copies of the same documents available in your email, **as well as any receipts from your PCS**. When we are completing your Smart Voucher, you will need the digital copies to upload into the system.

You will have access to a computer in IRC computer lab.

Failure to have the required documents, may cause. delays with your finance in-processing, causing either an overpayment or underpayment of entitlements.

Please use the link or QR code below to access our Smart Voucher Guide & Brief.

Smart Voucher Guide

Management Companies
Bradley Rentals Prop Mgmt
253-232-2231
Pets and # BRs Vary

Single Family Homeowners
Availability changes frequently.
Contact HSO for further information.

TO QUALIFY FOR RPP

- **Step 1** – Find a place. Please note, rent may not exceed your BAH.
- **Step 2** – Secure an Intent to Rent from the property. You may only have 1 at a time. Pay $100 per BR for holding fee to hold your unit.
- **Step 3** – Submit the following documents to your property manager and the property manager will schedule an appointment for you:

a. Intent to Rent from Selected Property
b. RPP Application
c. Assignment orders to JBLM if you are not signed in yet
d. ERB/ORB/SURF as applicable
e. Most recent end-of-month LES*
f. Intent to vacate if you reside in on-base housing
g. Other support documents as requested

- *Be prepared to provide a signed DA 5960 if your BAH is not showing on your LES. You may obtain a signed copy of your DA5960 from your Unit.
- If you are flagged or pending medical separation, please provide a memorandum from your Commander/Doctor stating you will not be released from the military in the next 6 months.
- If you have a Service Animal, please provide proper documentation as well.

DO NOT DISTRIBUTE OR COPY WITHOUT THE EXPRESS WRITTEN PERMISSION FROM THE HOUSING SERVICES OFFICE

JBLM LOCAL SCHOOL DISTRICT INFORMATION
SCHOOL YEAR 2025-2026

School District	Phone Number	Miles From JBLM	Web Site
Auburn	253.931.4900	28.8	https://www.auburn.wednet.edu
Bethel	253.800-6000	14.5	https://www.bethelsd.org
Clover Park	253.583.5000	6.5	https://www.cloverpark.k12.wa.us
Dieringer	253-862-2537	27.2	https://www.dieringer.wednet.edu
Eatonville	360.879.1000	33.9	https://www.eatonville.wednet.edu
Federal Way	253.945.2000	25.5	https://www.fwps.org
Fife	253.517.1000	17.9	https://www.fifeschools.com
Franklin-Pierce	253.298.3000	11.2	https://www.fpschools.org
Kent	253.373.7000	34	https://www.kent.k12.wa.us
North Thurston	360.412.4400	13.4	https://www.nthurston.k12.wa.us
Olympia	360.596.6100	17.6	https://www.osd.wednet.edu
Peninsula	253.530.1000	25.4	https://www.psd401.net
Puyallup	253.841-1301	18.6	https://www.puyallup.k12.wa.us
Rainier	360.446.2207	27.8	https://www.rainier.education
Renton	425.204.2300	36.6	https://www.rentonschools.us
Steilacoom	253.512-0413	9.2	https://www.steilacoom.k12.wa.us
Sumner- Bonney Lake	253.891.6000	22	https://www.sumnersd.org
Tacoma	253.571.1870	12.9	https://www.tacomaschools.org
Tenino	360.264.3400	34.3	https://www.teninosd.org
Tumwater	360.709.7000	19	https://www.tumwater.k12.wa.us
University Place	253.566.5600	13.2	https://www.upsd83.org
Yelm	360.458.1900	20.4	https://www.ycs.wednet.edu

JBLM LOCAL SCHOOL DISTRICT INFORMATION SCHOOL YEAR 2025-2026 (CONT'D)

School District	1st Day of School 2025	2025 Fall Conference	2025 Winter Break	2026 Spring Conference	2026 Spring Break	Last Day of School 2026 (Tentative)
Auburn	2-Sep	Elem 30-31 Oct TBD	22 Dec-2 Jan	TBD	30 Mar-3 Apr	26-Jun
Bethel	27-Aug	EM 27-31 Oct MS/HS-29-31 Oct	22 Dec- 2 Jan	(K-5) 31 Mar-3Apr (6-12) 1-3 Apr	6-10 Apr	11-Jun
Clover Park	27 Aug (1-12) 2 Sept (K)	19-21 Nov	22 Dec- 2 Jan	30 Mar-3 Apr	11-13 Mar	10-Jun
Dieringer	3 Sept (1-8) 8 Sept (K)	EM-6 NOV MS-21 Nov	22 Dec- 2 Jan	26-Mar	6-10 Apr	17-Jun
Eatonville	3 Sept (1-12) 8 Sept (K)	23-24 Oct	22 Dec-2 Jan	6-Mar	6-10 Apr	16-Jun
Federal Way	2-Sep	6-7 Nov	22 Dec-2 Jan	2-3 Apr	6-10 Apr	16-Jun
Fife	TBD	TBD	22 Dec-2 Jan	TBD MS/HS 5 Mar	TBD	TBD
Franklin-Pierce	26 Aug (1-12) 2 Sept (K)	7-10 Oct- All	22 Dec-2 Jan	24-27 Mar All	6-10 Apr	16-Jun
Kent	27 Aug (1-12) 2 Sept (K)	EM/ 13-17 Oct MS/HS -25 Nov	22 Dec- 2 Jan	9-13 Feb (Elem)	6-10 Apr	18-Jun
North Thurston	4 Sept (6-12) 8 Sept (1-5) 9 Sept (K)	27-31 Oct	22 Dec- 2 Jan	30 Mar-3 Apr	6-10 Apr	17-Jun
Olympia	3 Sept (1-12) 8 Sept(Pk, K)	27-31 Oct ES/MS	22 Dec-2 Jan	30-31 Mar, 1-3 Apr	6-10 Apr	16-Jun
Peninsula	3 Sept (1-12) 8 Sept (K)	TBD	22 Dec-2 Jan	TBD	13-17 Apr	23-Jun
Puyallup	3 Sept (1-12) 8 Sept (K)	21-23 Oct	22 Dec-2 Jan	11-13 Mar	6-10 Apr	16-Jun
Rainier	2-Sep	4-7 Nov	22 Dec-2 Jan	1-3 Apr	6-10 Apr	11-Jun
Renton	27 Aug (1-12) 2 Sept (K)	20-26 Nov (Elem), 24-25 (MS)	22 Dec-2 Jan	TBA	6-10 Apr	17-Jun
Steilacoom	28-Aug	20-24 Oct	22 Dec-2 Jan	1-3 Apr	6-10 Apr	12-Jun
Sumner- Bonney Lake	2 Sept (1-12) 5 Sept (K)	TBD MS TBD Nov	22 Dec-2 Jan	TBD	6-10 Apr	16-Jun
Tacoma	3 Sep (1-12) 8 Sept (K)	EM (K-5) 14 Oct All 16-17 Oct	22 Dec-2 Jan	12-13 Mar	6-10 Apr	17-Jun
Tenino	3-Sep	28-31 Oct	22 Dec-2 Jan	25-27 Mar	Mar 30-Apr 3	12-Jun
Tumwater	Sept 3 (6-12th) Sept 5 (1st-5th) Sept 8 (Kinder)	TBD	22 Dec-2 Jan	9-13 Feb	6-10 Apr	11-Jun
University Place	26-Aug	27-31 Oct (K-7)	22 Dec- 2 Jan	TBD	6-10 Apr	12-Jun
Yelm	3 Sept (1-12) 8 Sept (K)	24-26 Nov	22 Dec- 2 Jan	1-3 Apr	6-10 Apr	10-Jun

IRC Housing (Barracks) Information

Please review the items below to ensure you have a safe and pleasant stay at the IRC.

Amenities

- ✓ **All essentials are provided at the reception desk.** For example, toilet paper, trash bags, or additional linen are available at the front desk.
- ✓ **Recreation materials are provided at the reception desk.** Soldiers may request recreation materials such as billiards equipment, gaming consoles, board games, and books.
- ✓ **Laundry Rooms are available in A and D wings.** Laundry rooms are in A wing on all floors (females only) and in D wing on 2nd and 3rd floors (males only).
- ✓ **Report housing issues with ease.** The flyer on the back of your barracks door contains a QR code that allows you to report any housing issues directly to the IRC facility manager.

Prohibitions

- ✓ **The main door is the only authorized entry and exit door.** Soldiers are not authorized to use other exterior doors unless directed by Cadre. Side doors are for emergencies.
- ✓ **Barracks Soldiers are prohibited from engaging in sexual intercourse or drinking during in-processing.** Smoking, vaping, or dipping is not permitted within the facility. The only authorized smoking, vaping, or dipping area is the designated gazebo outside the facility.
- ✓ **Visitors are only authorized in the reception, sponsorship, or dinning areas.** Visitors are anyone that is not currently in-processing the reception center. They are not authorized in any other locations in the facility.
- ✓ **Female Soldiers are not authorized in the male wings and vice-versa.** Female Soldiers reside in A wing and Male Soldiers reside in the B, C, and D wings.
- ✓ **The IRC will contact the MPs for vehicles parked illegally.** Diagonal lines and cones in the parking lot indicate unavailable parking spaces. Parking in these spaces obstruct traffic and hinder reception operations.

Accountability

- ✓ **Barracks Soldiers must sign in for breakfast at 0730.** You are not required to eat breakfast at the IRC, but you must sign in for accountability after PRT.
- ✓ **Barracks Soldiers must sign the accountability roster on Non-Duty Days.** This roster differs from the in-processing roster or sign-in and out roster. Barracks Soldiers must sign the accountability roster between 0200 and 1030 at the Reception Desk.
- ✓ **The Travel Radius is 15 miles while at the IRC.** After duty hours you may travel off JBLM. You may not travel further than 15 miles in any direction from the IRC. For example, you may travel to the Tacoma Mall or the Olympia Mall.
- ✓ **Sponsors must physically meet their Soldier at the IRC.** By day 3 of in-processing, Soldiers must physically meet with their sponsor at the sponsorship desk or they will not ship to their unit on day 4.

Common In-Processing Locations

Please scan the QR Code to find the location on your map.

Or Select the hyperlink on your mobile device!

Installation Reception Center	Lewis Museum	Madigan Army Medical Center
https://maps.app.goo.gl/J9HVMKvuhMBASX7A7?g_st=ipc	https://maps.app.goo.gl/cdrwEVfXjvHuxWbZ8?g_st=ipc	https://maps.app.goo.gl/xovKX3CvG3sZ4d7d7?g_st=ipc
Waller Hall	American Lake Conference	Warrior Zone
https://maps.app.goo.gl/W2c6AsfZbYK4t1Xt6?g_st=ipc	https://maps.app.goo.gl/vaeiwoTNdMzD6x5p7?g_st=ipc	https://maps.app.goo.gl/1eUws8xoRvKtzNWb7?g_st=ipc
SRP Site Medical Readiness	Central Issue Facility (CIF)	McVeigh Gym
https://maps.app.goo.gl/gtVRArQJAXcupxnn6?g_s	https://maps.app.goo.gl/dou6pYJ3skWHS8cp8?g_	https://maps.app.goo.gl/ETmQT3t6bxRpF5R28?g_
Carey Theater	Stone Education Center	Go Transit 253-477-3717
https://maps.app.goo.gl/rz5vMmy9WJHXSrA78?g_	https://maps.app.goo.gl/aQ8Ra4qHqhcJT8se9?g_	https://apps.apple.com/us/app/transloc/id12804

Frequently Asked Questions

- **Can I take leave, pass, or PTDY during in-processing?** No. Everyone is required to fully complete in-processing once they sign in at the IRC. The IRC is not legally permitted to approve absences requests for newly arrived Soldiers.

- **What steps do I take if I have a POW?**
  1. Prior to arriving, ensure your weapon is stored securely, unloaded, and in accordance with AR 190-11
  2. Alert gate guard that you have a secured POW in your vehicle and are headed directly to IRC to report.
  3. Upon arrival to IRC, leaving the weapon secure in your vehicle, the IRC Desk NCO on duty will provide further information for your units armory so that your POW can be stored safely and correctly.
  - **THE IRC DOES NOT HAVE AN ARMORY FOR YOU TO STORE YOUR POW IN.**

- **Can I conduct PRT with my unit while in-processing?** No. All in-processing Soldiers, regardless of rank, are required by command to conduct PRT at the IRC.

- **Can I stay in the barracks provided by my unit while in-processing?** No. All barracks Soldiers are required to reside at the IRC.

- **Can I travel outside the 15-mile radius to visit my family while in-processing?** No. All barracks Soldiers must remain within the 15-mile radius during in-processing. This includes weekends and DONSAs.

- **As a senior, can I skip some in-processing steps to ship to my unit faster?** No. All Soldiers, regardless of rank, are required by Corps command to in-process the entire model.

- **Do I need approved leave to submit my travel voucher?** Yes. JBLM finance rejects travel vouchers missing an IPPS-A approved absence. This does not apply to accessions.

- **Does my recruiter need to sign my HRAP (Home-town Recruiting Assistance Program)?** Yes. Your recruiter must annotate on your leave form in the comments section your HRAP completion within the approved leave time.

- **Am I allowed to search for a house while I am in-processing?** Yes. However, your in-processing requirements takes precedence over personal activities.

- **Can my sponsor sign me out to visit my unit while I am in-processing?** Yes, if your PSG is aware, grants you permission, and you've completed all requirements for the day. Additionally, Leader and Sponsorship Luncheon opportunities are built into the model.

UNIT CONTACT ROSTER

I CORPS	
STAFF DUTY	253-477-0462
INSTALLATION RECETION CENTER	253-967-7004
7 ID	
STAFF DUTY	253-477-5700
1-2 SBCT	
STAFF DUTY	253-966-3565
2-2 SBCT	
STAFF DUTY	253-477-2217
16 CAB	
STAFF DUTY	253-477-3538
22 CSB	
STAFF DUTY	253-967-3650
201 EMIB	
STAFF DUTY	253-477-3188
17 FAB	
STAFF DUTY	253-967-5267
62 MED	
STAFF DUTY	253-967-4413
593 CSC	
STAFF DUTY	253-966-1892
MADIGAN AMC	
DIRECTORY	253-968-1110
1 SFG	
STAFF DUTY	253-967-8607
2-75 RANGER	
STAFF DUTY	253-967-3923
4-160 SOAR	
STAFF DUTY	253-968-6602
5 SFAB	
STAFF DUTY	253-229-2830
MDC-PAC	
STAFF DUTY	253-477-4467
6 MP CID	
SECURITY	253-967-3151

Useful Links & Information

Title	Link	QR Code
JBLM Newcomers' Guide	https://home.army.mil/lewis-mcchord/application/files/6116/3521/1662/JBLMDPFR-Newcomer_Guidebook_Oct21_final.pdf	
Barracks Fire Prevention	https://www.dvidshub.net/video/757410/jblm-dorm-barracks-fire-prevention	
Virtual Bus Tour	https://drive.google.com/file/d/14I4WBPKLKSmZbhoRcFbuRA_7l0OfL-j1/view?usp=drivesdk	
My Army Post App (MAPA) for Android	https://play.google.com/store/apps/details?id=mil.aswf.garrison&pcampaignid=web_share	
My Army Post App (MAPA) for iOS	https://apps.apple.com/us/app/myarmypost/id6467240977	

Service	Phone Number	Hours
Reception Center Main Desk	253-967-7004	24/7
Reception Sponsorship Desk	253-968-6771	0900-1530 Closed (1130-1300)
Reception Facility Management	253-966-5801	0900-1600
PMO Weapons Registration	253-967-1914	0900-1600
SHARP Hotline	253-389-8469	24/7
MEO Hotline	253-365-7640	24/7
On-Call Chaplain	253-448-4744	24/7

First Corps Song

We are the Soldiers of America's Corps,

We're here to serve and keep our country free.

Like brave patriots who've gone before,

We will press on to victory!

When called to the battlefield,

Up on the front you'll hear the roar.

No need to fear the best is here,

The Soldiers of First Corps.